



Memorandum

#20-061

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: October 12, 2020

SUBJECT: Revised AUT:08.0 – Acceptable Use Agreement

This memo announces revisions to Texas WIC Policy *AUT:08.0 – Acceptable Use Agreement*. The revised policy has been reviewed by TALWD and is effective November 1, 2020. At that time, it will be posted, and you may update your *Policy and Procedures Manual* by accessing the *WIC Website* at: <https://hhs.texas.gov/doing-business-hhs/provider-portals/wic-providers/wic-policy-procedures-manual>

Monitoring will begin on May 1, 2021. A Summary of Changes is below.

Summary of Changes

- Minor wording changes throughout for clarity.
- Procedure I
 - Added a statement that the Acceptable Use Agreement (stock# HHS AUA) form can be downloaded from the WIC catalog.
 - The weblink to the form was removed from policy because local agencies had difficulty downloading the form and replaced with a web link to the WIC Catalog.
- Procedure III
 - Removed "LA Directors shall apply for new user accounts by sending an email to WICclinics@dshs.texas.gov" due to TXIN changes.
 - Added "WIC Directors are responsible for ensuring staff sign the form prior to giving access to user accounts. The LA must retain all

- signed AUA forms for audit/review. Refer to Records Retention Policy GA:03.0.”
- Procedure IV
 - Added “As required by the AUA, staff must secure work stations by locking the screen or logging off when leaving workstations.”

If you have any questions or require additional information regarding Texas WIC Policy *AUT:08.0 – Acceptable Use Agreement* please contact Paula Kanter, WIC QA Coordinator, Nutrition Education and Clinic Services Unit, at Paula.Kanter@hhsc.state.tx.us.

Texas WIC Health and Human Services Commission

Effective November 1, 2020

Policy No. AUT:08.0

Acceptable Use Agreement

Purpose

WIC information and information resources are valuable assets that must be protected from unauthorized disclosure, modification, use, or destruction. The purpose of the revised Health and Human Services (HHS) Acceptable Use Agreement (AUA) is to assure that staff understand and adhere to all requirements concerning the use of WIC information resources.

Authority

State Policy

Policy

Local Agencies (LA) must ensure that information and resources maintain their integrity, confidentiality, and that their availability is not compromised. All LA Staff must sign the Acceptable Use Agreement (as defined below) documenting their acceptance of computer usage requirements.

Definitions

Information resources - the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information by LA staff to and from the State Office.

Acceptable Use Agreement (AUA) – a required form for staff to sign agreeing to adhere to state agency policies and procedures for the use of state resources.

Procedures

- I. All LA staff assigned a WIC User ID must sign the Acceptable Use Agreement (stock# HHS AUA). The form is downloadable from the WIC

<p style="text-align: center;">Texas WIC Health and Human Services Commission</p>

Effective November 1, 2020

Policy No. AUT:08.0

Catalog at <https://hhs.texas.gov/doing-business-hhs/provider-portals/wic-providers/women-infants-children-catalog>

- II. Staff must initial each page of the document and must complete the required fields on page 7 of the AUA. The required fields include:
 - A. Signature on the "HHS Contractor Signature" line
 - B. Printed name on the "HHS Employee/Contractor Name Printed" line
 - C. Local Agency Name on the "HHS Agency and Department or Division" line
 - D. Date Agreement signed on the "Date Agreement Signed" line
- III. WIC Directors are responsible for ensuring staff sign the form prior to giving access to user accounts. The LA must retain all signed AUA forms for audit/review. Refer to Records Retention **Policy GA:03.0**.
- IV. As required by the AUA, staff must secure work stations by locking the screen or logging off when leaving workstations.
- V. All staff must complete a Security Awareness & Computer Usage Security training within 30 days of hire and annually thereafter. Refer to **Policy TR:03.0**.